

# GOVERNMENT AGENCY/ORGANIZATION PROGRAM COORDINATOR SETUP/MAINTENANCE FORM

SECTION I <u>INSTRUCTIONS</u>		
1. To add, delete or change Program Coordinator (PC) information, the Approving Official completes Sections I through III and signs in Section		
IV. Signatures are required only if submitted by fax or mail.		
2. Indicate the <b>type</b> of request:PC Setup and CitiDirect® ID RequestPC Setup but <b>DO NOT</b> issue a CitiDirect IDPC Setup and CitiDirect® ID Request for view only		
3. Indicate the <b>action</b> you are requesting:	Add to PC info Change	e PC informationDelete PC info
	te entire form) (Complete Repo	orting Hierarchy and
		requiring a change)Add as Alternate PC
4. Maintain a copy in the Approving Official and Agency/Organization Program Coordinator's files.		
5. Fax completed form to your CAS Manager at 904-954-7700.		
SECTION II AGENCY/ORGANIZATION PROGRAM COORDINATOR INFORMATION		
The Agency/Organization shall identify below an Agency/Organization Program Coordinator (A/OPC). The Agency/Organization may also		
identify additional A/OPCs to handle account matters. A detailed description of the A/OPC's responsibilities may be found in the		
Agency/Organization Master Contract.		
(1)		
Last Name of A/OPC	First Name	Middle Initial
(2)		
(2) Business Mailing Street Address		E-mail Address
Business Mailing Street Address		E-IIIaii Audiess
City State	Zip Code	Country
, in the second	·	•
(3) ( ) (4) (	) (5	•
Business Phone Fax	x Number	Verification Information
SECTION III	REPORTING PARAMETERS	
Agency/Organization Name: (6)		
Reporting Hierarchy: (7)		
SECTION IV (8) <u>TERMS AND CONDITIONS</u> (Signature required for paper submission only.)		
To the heat of an head of the telegraphs and the dear this form is to a second and the contract the second of the contract to		
To the best of my knowledge, the information provided on this form is true and correct and I have the authority to sign this application.		
Signature of Approving Agency/Organization Program	gram Coordinator	Date
1. Signature of Approving Agency/Organization Prog	grani Coordinator	Date
2. Signature of Agency/Organization Approving Office	cial	Date
	, <u> </u>	
SECTION V INTERNAL USE ONLY (This is to be completed by Citibank.)		
SESTION V	THE TOP OF THE COLUMN TO THE C	be completed by Glubank.
Signature of processor	Date	Form processed at Jacksonville's CS Center.
Signature of processor	Date	. o.m processed at sacrosmine a co-center.
Signature of Services Administrator (Initial check)	) Date	This setup form has all the needed information
2. Signature of Services Administrator (initial check)	, Date	to process at CitiDirect®.
		p
3. Signature of authorized CitiDirect® representative	(ID creator)Date	The requested Login ID has been created.
5. Signature of authorized Citibliect Tepresentative	(ID GEARDI)DARE	The requested Login ID has been created.



# GUIDE TO GOVERNMENT AGENCY/ORGANIZATION PROGRAM COORDINATOR SETUP/MAINTENANCE FORM

Form used to add approved A/OPCs.

## Section I - Instructions

#### Section II - A/OPC Information

- Name of Agency/Organization Program Coordinator: Program Coordinator's full name Last, First and Middle Initial.
- 2. Street Address: Physical mailing address for the Program Coordinator.
- **3. Business Phone:** Area code and business phone number.
- 4. Fax Number: Area code and fax number.
- **5. Verification:** A/OPC to provide identification password (i.e., a control number). This will be requested when the A/OPC contacts Citibank Customer Service for assistance.

# Section III - Reporting Parameters

- 6. Agency/Organization Name: Please provide complete name of agency/organization of A/OPC.
- 7. **Reporting Hierarchy:** The five-digit reporting code assigned to each level within the organizational hierarchy that defines the Cardholder's relationship within your Agency's reporting structure. Up to seven five-digit codes may be assigned to your Agency. Contact your Client Account Specialist for your Agency's specific codes.

## Section IV - Terms and Conditions

8. Terms and Conditions: Each Agency/Organization Program Coordinator listed must sign.

Section V - Internal Use Only

This section is for bank use only.